

FALL 2020

Support for Schools Administering **SAT School Day**, **PSAT/NMSQT**, and **PSAT 8/9**

As schools continue to deal with uncertainties due to the coronavirus, the top priorities for College Board are the health and safety of you and your students.

We know that states, districts, and schools are currently discussing how to safely open schools and may face last-minute closures. To support schools and students, we're adapting policies and procedures to ease the process of administering SAT® School Day, the PSAT/NMSQT®, and the PSAT™ 8/9 in school this fall.

Here are five key updates to help your school adhere to local health guidelines:

- Revised administration dates
- Option to test across multiple dates
- Flexible start times
- No charge for unused test fees
- Off-site testing

NOTE: These options apply for the administration of SAT School Day, the PSAT/NMSQT, and the PSAT 8/9 in school for fall 2020 only. Schools can use these options independently or in combination with one another.

Revised Administration Dates

Based on educator feedback, we've adjusted the original administration dates to provide choices on different days of the week.

PSAT/NMSQT

Wednesday, **October 14**

Saturday, **October 17**

Thursday, **October 29 (Revised)**

Please administer the PSAT/NMSQT Alternate test on the revised date of October 29 and not on October 28.

By mid-August, schools will be able to select multiple PSAT/NMSQT administration dates in the test ordering site. If you already placed an order for the original alternate date (Wednesday, October 28), your order will be automatically shifted to Thursday, October 29. To split your order across multiple test dates or to reorder for a new test date, visit ordering.collegeboard.org.

SAT SCHOOL DAY

Wednesday, **September 23**

Wednesday, **October 14**

Tuesday, **October 27 (Revised Makeup Date)**

An additional administration for SAT School Day was added so schools have September and October testing choices, with the option to split their students across two dates. If schools need to use the makeup date as another test date, they'll be able to order immediately following their primary administration.

Option to Test Across Multiple Dates

Schools can administer SAT School Day and the PSAT/NMSQT on multiple administration dates. This flexibility already exists for the PSAT 8/9.

For SAT School Day, schools can now order for September 23, October 14, **or both**, and split their students across two administrations. Schools can use the October 27 makeup administration as an additional test date. If schools need to use the makeup date as another test date, they'll be able to order immediately following their primary administration.

For the PSAT/NMSQT, schools can administer the test on the primary test date (October 14) or the Saturday test date (October 17), **plus** the alternate test date (October 29).

How can this help my school?

Schools operating under local health guidelines can take advantage of multiple administration dates to reduce the number of students reporting to school on a single test date.

What else do I need to know?

For SAT School Day, schools can place orders for either or both primary dates. If schools want to use the makeup administration as an additional test date, they can order during the makeup ordering window that immediately follows their primary test date.

For the PSAT/NMSQT, schools can use the test ordering site in mid-August to place orders for multiple test dates.

For the PSAT/NMSQT, specific rules around Saturday testing will remain in place this fall. For example, Saturday test books must be returned immediately after test day, and score reports won't include question-level detail.

Additional tips:

- Schools should define a set of criteria to determine which students will test on which test dates. For example, students with last names starting with the letters A–L test on the first day, all other students test on the second, and so on.

Table 1: Example of 3 different multi-administration testing plans for SAT School Day

	School A (250 students)	School B (250 students)	School C (250 students)
Wednesday, September 23	N/A	100 students test	100 students test
Wednesday, October 14	All 250 students test	150 students test	100 students test
Tuesday, October 27	Makeup testing only	Makeup testing only	50 students test* (in addition to makeup testing)

*The 50 students testing on October 27 won't have a makeup option.

Table 2: Example of 2 different multi-administration testing plans for the PSAT/NMSQT

	School A (250 students)	School B (250 students)
Wednesday, October 14	125 students test	N/A
Saturday, October 17	N/A	125 students test
Thursday, October 29	125 students test	125 students test

Schools may test on all three dates, but this isn't recommended as it introduces additional complexities. Also consider that specific rules around Saturday testing will remain in place this fall. For example, Saturday test books must be returned immediately after test day, and score reports won't include question-level detail.

Flexible Start Times

For SAT School Day, the PSAT/NMSQT, and the PSAT 8/9, schools can start testing earlier and/or later than usual and split their students into different testing groups.

How can this help my school?

Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have ample space and staffing.

What else do I need to know?

All timing and break rules will still apply, and all testing must be completed within the same day (unless students are approved for a multiday testing accommodation). Keep in mind that under this option, cell phone collection is required **for the duration of the school day** for all students testing, or at least until after the last group has started testing.

All testing must start before the first group to test completes testing.

Additional tips:

- Consider multiday test takers and students with extended time when assigning when students will test.
- Work with school administrators to keep track of bus schedules and when students will arrive at school for testing. This will affect room assignments.
- Plan for any necessary changes to attendance-taking procedures for early and late testing groups.
- Assign rooms for separate testing groups in different areas of the school building to limit contact between students.

Table 3: Example of multiple start times when administering the SAT and/or PSAT/NMSQT

Group A Time	Group B Time	Task
6:45 a.m.	8:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	9 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	9:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	9:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	9:45–10 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	10 a.m.	Close testing room doors.
8–8:30 a.m.	10–10:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	10:30 a.m.	Begin testing.
11:25 a.m.	1:25 p.m.	Testing ends for standard timing of the PSAT/NMSQT.
11:45 a.m.	1:45 p.m.	Testing ends for standard timing of the SAT without Essay.
12:55 p.m.	2:55 p.m.	Testing ends for standard timing of the SAT with Essay.

No Charge for Unused Tests

Schools won't be charged test fees if they're unable to administer SAT School Day, the PSAT 8/9, and the PSAT/NMSQT this fall. We understand the decision to test may not be made until closer to the administration dates. Please adjust your test book volumes the best you can by the ordering deadlines (Tuesday, August 25 for September SAT School Day and Wednesday, September 16 for October tests).

Off-Site Testing

Schools will no longer need to submit an off-site plan for approval. For SAT School Day, schools will simply select the sites they want to use and order materials for those sites accordingly. This flexibility already exists for administering the PSAT/NMSQT and PSAT 8/9.

How can this help my school?

Schools adhering to local health guidelines can use this option to distribute students among multiple locations, allowing for more distance between test takers.

What else do I need to know?

It's recommended that schools return materials in one consolidated shipment if possible. If schools plan to return materials directly from each site, they'll need to request additional test return kits.

Additional tips:

- Consider district offices, religious institutions, and community centers as viable offsite-testing choices. Look for other sites in the district that are on bus routes to make it as easy as possible for students.
- Make a plan early and clearly communicate it to staff, students, and parents to limit test day confusion.
- Work with your SSD coordinator to plan for students with accommodations.

We're Here to Help

We're glad to give schools these options for administering our assessments this fall. Schools will be required to follow local public health guidelines and should be prepared to implement last-minute changes and effectively communicate them to students. College Board supports efforts to help ensure the safety and comfort of their staff and students. The **CDC** recommends taking precautions such as:

- Requiring and/or providing face masks, gloves, hand sanitizer, or other PPE.
- Spacing students at least 6 feet apart to adhere to social distancing guidelines.
- Encouraging students and staff to practice regular handwashing and stay home if they are sick.

College Board is committed to giving you and your students a positive testing experience. We'll provide detailed updates for schools and districts, as well as professional learning opportunities, webinars, and other resources.

PLEASE CONTACT US WITH ANY QUESTIONS.

School Day Support Hotline: 855-373-6387

Email: satschoolday@collegeboard.org

PSAT Support Hotline: 888-477-7728

Email: psat@info.collegeboard.org

For details on these updates and options, visit: sat.org/covid19